

Workforce Adjustment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you about a necessary adjustment to our workforce that will impact your position at [Company Name]. This decision has not been made lightly, but due to [reason for adjustment, e.g., economic factors, restructuring, etc.], we find it essential to make this change.

Your position as [Job Title] will be affected as of [effective date]. [Provide details about any severance, support, or next steps, if applicable.]

We deeply appreciate your contributions to [Company Name] and recognize the value you have brought to the team. We are committed to supporting you during this transition and will provide you with resources to assist you in your next steps.

If you have any questions or would like to discuss this further, please do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]